

Town of Secaucus

Job Description

JOB TITLE: **ADMINISTRATIVE CLERK – FULL TIME**

Exempt (Y/N):	No	SALARY:	\$35,000.00
SHIFT:	9 am – 4 pm	DIVISION:	Treasury
LOCATION:	Town Hall	DEPARTMENT:	Finance
UNION AFFIL:	SPEA – White Collar Unit	SUPERVISOR:	CFO & Director Finance

SUMMARY: The purpose of this position is to provide administrative clerical support and perform a variety of day to day clerical functions to the Department.

ESSENTIAL JOB FUNCTIONS including, but not limited to the following:

- Handle phone inquiries and forward calls to appropriate official as needed.
- Handle face to face inquiries from public.
- Data input into computer system.
- Prepare financial, purchasing, and ad hoc reports.
- Responsible for all department filing.
- Prepare requests for records, information, generate reports and applications.
- Assist, and or prepare monthly bill list.
- Cross train in bill payment system.
- Understand how to process bills and create purchase orders.
- Assist in preparation of payroll.
- Handle other essential tasks as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High School diploma required or equivalent, some college a plus.
- Minimum two (2) years' experience in an administrative support role in a related area.
- Knowledge and understanding of municipal government a plus.
- Excellent verbal and written communications skills; able to disseminate information relating to the operations in a professional, concise and consistent manner.

- Possess excellent interpersonal and customer services skills; interact courteously and tactfully with the public and other personnel.
- Strong organization skills, accuracy, and attention to details.
- Strong aptitude in dealing with calculation and complying and preparing reports.
- Strong computer skills required; knowledgeable in Microsoft Office applications, including Word, Excel, Access and other financial/accounting database systems.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

NOTICE REQUIREMENT: In accordance with certain agreements between the Town of Secaucus and various employee bargaining units, the above job opportunity is hereby posted for a period of not less than five (5) days prior to action by the Town of Secaucus to fill the vacancy. Applications/resumes should be filed with Human Resources Department at slopez@secaucus.net.

Reference code: **Finance**

EOE/M/F/D/V

Posting Expires: March 23, 2022